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*RAB - Archives & Records  
Center  
Records Management*

31 May 1968

I have reviewed the attached memorandums describing your discussions [ ] about the new records center and several points come to mind.

I see no objection to having [ ] call the Records Center by any name it chooses for cover and security purposes. What it is called has no effect on its purpose and utility. The fact is that it is a records storage facility for the Agency to be constructed for that purpose and that purpose only. Its utility for any other additional purpose is a matter of Agency policy which would have to be authorized by the Deputy Director for Support. A records center by any other name for cover purposes is still a records center.

The introduction of the requirement for add-ons to satisfy requirements of the relocation force is curious. [ ] has a five year maintenance and construction plan which I believe has recently been approved. It seems strange that requirements for the relocation force were not included in that plan if they are real. Certainly they must have been known when the plan was presented, and they could not have been deferred pending construction of a new addition to the Records Center because that requirement has only recently become a reality. The Records Center is already estimated to cost more than we're likely to get. Additional and new requirements now could be disastrous. If [ ] feels it is vital to include additional facilities for the relocation force that were <sup>not</sup> included in his five year plan, I believe he should prepare a thoroughly justified proposal to that effect for the approval of the Deputy Director for Support.

Also, after the scope of the work has been coordinated and agreed upon by [ ] the Real Estate and Construction Division and yourself, it must be submitted to the DD/S for approval before any action is taken to let the contract.

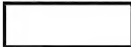
[ ] interest in the communications capability between the Records Center and headquarters is appreciated and the questions he raises are indeed pertinent, but that is your problem as Chief of the Records Administration Branch. Communications for the [ ] are a separate problem and we can't add on anything to the Records Center plans simply to serve [ ] requirements. If there is a separate justifiable requirement for records communication, you will have to justify it. If there is a justification and some

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accommodation for a communication capability is included in the construction, then obviously the facilities would be available for use



The question of whether or not a requirement exists for facsimile transmission or data communications between the Records Center and headquarters seems to me to be a problem of your system i.e. the system which includes packaging and movement of record material from headquarters to the Records Center, everything that happens to it while it is there, and its servicing for selective movement from the Records Center to headquarters. The Information Processing Coordinators can't help you with that problem. They may be able to assess their own requirements for the future which might affect your system and I will be glad to address an appropriate memorandum to them for that purpose.

Please continue to keep me fully informed of the progress of your planning and negotiations.



Chief, Support Services Staff

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**Attachments**

DDS/SSS/RHW:jms (31 May 1968)

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